

ADMINISTRATIVE PROCEDURE

Instruction Programs and Material School Literary Materials and Classroom Collections INS #09

Revised: August 2026

Background

Christ The Redeemer (CTR) Catholic Schools supports the development of school libraries and classroom collections that contribute to student well-being, learning, and the nurturing of a safe and caring environment that fosters and maintains respectful and responsible behaviours within a Catholic school context. In accordance with Ministerial Order #018/2026, *Standards for the Selection, Availability and Access of School Literary Materials*, from Alberta Education and Childcare, CTR Catholic is committed to ensuring all school literary materials are developmentally appropriate and reviewed in accordance with these standards, and in support of our Catholic faith teachings.

Definitions

1. Classroom Collection: A teacher's collection of literary materials, including books, magazines, comics, graphic novels or other literary or graphic materials, whether in physical or electronic form, that are selected, curated or managed by the teacher for use by or available to children or students in the teacher's classroom.
2. School Literary Materials: Any materials, including books, magazines, comics, graphic novels or other literary or graphic materials, whether in physical or electronic form, that are accessible or available to children or students at a school.
3. Sexual Act: An activity or action of a distinctly sexual nature, including but not limited to,
 - 3.1. masturbation, including touching of a person's own genitals or anus with a hand, finger, artificial sexual organ or other substitute for a sexual organ,
 - 3.2. penetration of the penis into the vagina or anus,
 - 3.3. contact of a sexual nature between the genitalia, mouth, hand, finger or other body part with the unclothed genitalia, pubic area, buttocks, anus or, if the person is female, the breast of another person,
 - 3.4. ejaculation onto or into another person, or
 - 3.5. the use of artificial sexual organs or substitutes for sexual organs on the clothed or unclothed genitalia, pubic area, buttocks, anus, or, if the person is female, the breast of another person, but does not include an activity or action that is not distinctly sexual in nature, such as physical contact related to medical conditions, examinations or treatment, actions or activities related to biological functions or processes like puberty, menstruation, pregnancy or breastfeeding, or actions or activities that may be related to sexual acts, such as kissing or handholding.
 - 3.6. Visual depiction: A visual or graphic representation, such as a drawing or painting, an illustration, a photographic or digital image or a video file.

Procedures

1. Prohibited Materials in School Literary Materials and Classroom Collections

- 1.1. Materials containing any explicit visual depiction of a sexual act, as per the definition in Section 1.3, shall not be accessible or available to children or students in a school, and no such school literary materials shall be selected for inclusion in a school library, unless such materials are for information or reference, such as technical materials, dictionaries or encyclopedias, that are not narrative in nature.

2. Stewardship of Resources

- 2.1. The principal, in consultation with staff, shall allocate funds from the school's instructional budget to ensure classroom collections and school literacy materials are current and high quality, and are available in sufficient quantity and variety to meet enrollment and instructional needs.
- 2.2. All division-owned resources, whether from site-based budgets or through donations and fundraisers from other groups, including school councils, shall be catalogued and barcoded through the division's library system.

3. School Literary Materials

- 3.1. Principals shall ensure that new and current School Literary Materials adhere to Section 2 of this administrative procedure.
- 3.2. When selecting School Literary Materials, principals, in consultation with staff, shall exercise professional judgement and consider alignment with the Alberta Programs of Study, developmental appropriateness for students, consistency with the teachings of the Catholic Church, the instructional purpose and context of use, and the quality, accuracy, and suitability of resources.
- 3.3. All School Literary Materials shall be catalogued and barcoded through the CTR's library system.
- 3.4. A listing of CTR School Literary Materials is publicly available by using [THIS LINK](#).
- 3.5. All CTR School Literary Materials were reviewed in accordance with the requirements and implementation timelines established under Ministerial Order #034/2025. Ongoing selection, availability and access to School Literary Materials shall comply with Ministerial Order #018/2026, as amended or replaced from time to time.
- 3.6. New School Literary Materials shall be reviewed and processed in adherence to Sections 4.1, 4.2 and 4.3 of this administrative procedure.

4. Classroom Collections

- 4.1. Teachers shall ensure that Classroom Collections adhere to Section 2 of this administrative procedure.
- 4.2. Classroom Collections may be comprised of both School Literary Materials and the personal collections of staff members.
- 4.3. All School Literary Materials in Classroom Collections shall be catalogued and barcoded through the division library system.
- 4.4. When selecting Classroom Collections, teachers, in consultation with administration, shall exercise professional judgement and consider alignment with the Alberta Programs of Study, developmental appropriateness for students, consistency with the teachings of the Catholic Church, the instructional purpose and context of use, and the quality, accuracy, and suitability of resources.
- 4.5. Parents and guardians may access Classroom Collections during regular school events (e.g., open houses, Meet the Teacher, parent-teacher interviews) or by scheduling a time with the classroom teacher. Upon request, teachers shall provide information about the instructional purpose and use of the materials and invite questions or feedback from parents and guardians.

5. Request for Reconsideration of Library Materials:

Staff, school council members, or community members with a direct connection to the school may request a review, change the access to or availability of, reconsider or remove specific School Literary Materials.

5.1. The requester shall email the school principal and identify the literary material that is being requested to be reconsidered.

5.2. Upon receipt of an email, the principal, in conjunction with the librarian and / or teacher designate, shall conduct a review to determine a book's suitability for inclusion with verification of alignment with Section 2 and consideration of the Alberta Programs of Study, the book's developmental appropriateness for students, consistency with the teachings of the Catholic Church, its instructional purpose, context of use, and the quality, accuracy and overall suitability of the resource.

5.3. A written decision shall be provided to the requester within 30 days. Materials may be:

5.3.1. Retained without restriction,

5.3.2. Retained with access limitations by grade or location,

5.3.3. Removed from the library collection.

5.4. If the requester disagrees with the outcome, an appeal may be submitted in writing to the Superintendent, who will review the process and may uphold, modify, or overturn the decision.